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| **Individual Objectives****BAUN Honorary Secretary Role**  |
| **Link to Annual Plan/Strategic Plan** | **Objectives**What needs to be done | **Actions & Resources**What actions & resources are needed? | **Measure**How will I measure my success? | **Timescales**By when? | **Objective Rating**(Please select) |
| Support and guide the requirements of **BAUN President, Treasurer and Council in line with Goals and objects of association**-BAUN Council communication strategy -exhibit professionalism as part of exec team and a united front to the association -Realise extent of time spent performing role -awareness of strategic aims of association, M&A’s/SOP’s -define secretary and trustee role-sucession planning - yearly votingMaintain support for trustee development programmePursue Presidents G&O’s to maintain consistent approachObserve Council meeting costs and work with treasurer to keep in check  | Explore avenues Including -SOP updating to reflect current demands - secretary role especially Work with closely with BAUN President and Fitwise PAExec team communications BAUN council cohesion Maintain forward planning of council meetings over yearly period Communicate expectations of Trustee roleUse technology as appropriate in a cost conscious manner to run meetings Ensure I perform 5 xS (or 6) SeriousSupportiveSensitiveSympatheticSoundboard +Silly Continually improve/review programmes to meet Trustee’s needs - joint President/exec team view Close working relationshipMonitor meeting cost per meeting Promote cost effectivenessPlan in advance Observe numbers involved per meeting - full council? | No monetary cost but time consuming No budget but conscious of Council costs Plan Council meetings yearly - communicate early and give dates and flexible timingsAwareness of changing technology to support meetings - face to face or virtualMeeting expansion from 1 day to 1½ - 2 days (1 night) but remaining at 4 (8days) per year plus annual conference AGMWill have cost implications to all 4 of council meetingsExec team conversations Financial impact of council meeting - travel, accommodation and sustenance Moving from 1 day to 1½ to nearly 2 days  | Cost of BAUN council Verbal feedback from council on personal performanceExpect constructive feedback from President and Council to assist in personal development in roleMonitor activity if council meetings extend to 1½ -2 days - value for money Trustee verbal/written feedback Constructive and Productive verbal feedback Effective relationships Build on ‘team building’ day to enhance relationships  | Serious Commitment for full 3year term with dialogue between President and Treasurer if not meeting expectations. Expect performance review yearly.Post Council meeting review for Yearly review Oct/conference feedback Yearly review Work with BAUN values/leadership feedback  |

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